

EMPLOYMENT OPPORTUNITY

UNITED STATES
INTERNATIONAL TRADE COMMISSION
WASHINGTON, D.C. 20436

ANNOUNCEMENT NO. DE-00-20
ISSUING DATE: 07-12-00
CLOSING DATE: 08-09-00
AREA OF CONSIDERATION:
ALL SOURCES

This is a Delegated Examining Announcement

***Also announced as GS-07 (Announcement No. DE-00-21)**

POSITION: Legal Assistant (Office Automation), GS-986-6

LOCATION: Office of the General Counsel
Washington, D.C.

PROMOTION POTENTIAL: GS-07

SUPV/MGR PROBATIONARY PERIOD REQUIRED: YES X NO

POSITION IS IN THE X **COMPETITIVE** **EXCEPTED SERVICE**

DUTIES: Incumbent serves as a Legal Assistant (Office Automation) responsible for providing administrative and clerical support to attorneys and other professional staff involved in providing legal advice and conducting litigation. Incumbent has knowledge of project workload of attorneys and responsibility for completion of all administrative and clerical work incident to the delivery of prompt and professional work product. Responsibilities and duties include maintaining files, preparing outgoing correspondence, typing and proofreading a variety of complex legal documents, handling service and filing of pleadings, maintaining calendars, distributing mail, receiving visitors and handling telephone calls, referring callers to an appropriate staff member, making travel and hotel reservations, preparing travel authorizations and vouchers, handling supply and equipment needs, answering questions of substantive nature regarding office procedures that do not require technical knowledge, processing law library materials, and legal cite checking.

MINIMUM QUALIFICATION REQUIREMENTS: All applicants must have progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. Must have one year of specialized experience, equivalent to the next lower grade level which is in, or directly related to, the duties of the position to be filled, and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. **Substitution of Education:** Four years of education above the high school level is creditable at the GS-5 level. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time study equals 30 semester hours, 45 quarter hours, or equivalent in a
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THE U.S. INTERNATIONAL TRADE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.

IMPORTANT NOTE: Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service Registration PRIOR TO APPOINTMENT.

MINIMUM QUALIFICATION REQUIREMENTS (continued):

college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

A LIST OF COLLEGE COURSES OR A COLLEGE TRANSCRIPT MUST BE SUBMITTED TO

DETERMINE QUALIFICATIONS WHEN SUBSTITUTING EDUCATION FOR EXPERIENCE. A

qualified typist is required (40 words per minute typing speed). Disabled applicants, disabled veterans, or any other applicants eligible for noncompetitive status appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their applications. Proof of eligibility will be required upon receipt of application.

EVALUATION METHOD AND RANKING FACTOR:

Applicants will be evaluated on the extent and quality of their experience, education and accomplishments as they relate to this position. Consequently, all applicants must provide, as a supplement to their resume or application, a concise written statement describing education, training, and work experience, either paid or volunteer, which demonstrates their capabilities with respect to the **knowledge, skills, and abilities (KSA's)** listed below.

APPLICANTS WHO DO NOT PROVIDE A SUPPLEMENTAL QUALIFICATIONS STATEMENT

ADDRESSING EACH KSA WILL NOT BE CONSIDERED FOR THIS VACANCY. You should describe job-related activities you have participated in and describe specifically what you did. Also, describe the outcome or results of the activity. Your response should provide indications of the difficulty and complexity of tasks, problems overcome, and the quality and effectiveness of results.

1. Ability to follow established procedures in accepting and processing legal documents: Organizing and processing materials according to exacting procedural requirements; accepting service of legal documents; processing legal documents; processing, maintaining, and closing case and other files and logs; or comparable experience.
2. Ability to type and proofread complex legal materials (e.g., legal, medical, scientific).
3. Skill in the operation of automated data base and word-processing systems and in using photocopying, facsimile, and other office equipment.
4. Ability to organize work: Planning and organizing activities for others such as independently keeping supervisor's calendar; arranging meetings and conferences; independently arranging for space, equipment and travel.

5. Ability to process and shelve law library materials (e.g., books, looseleaf services).

In addition to meeting the minimum qualifications specified in this announcement, applicants must be rated **above** level one of the three possible rating levels in **each** of the ranking factors listed above and score 90 or above in the rating process in order to be designated "well qualified" for purposes of consideration under the Interagency Career Transition Assistance Program (ICTAP) as described in 5 CFR Part 330.

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (a tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of an RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option after receiving an RIF separation notice; or
 6. Was separated because he or she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.

3. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
4. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
5. Be rated well-qualified for the position.

Applicants requesting consideration under the ICTAP **must submit** with the application:

1. Proof of displaced employee status (e.g., RIF separation notice or Certificate of Expected Separation).
2. Proof of current (or last) performance rating of at least "Fully Successful" or equivalent, except for candidates who are eligible due to compensable injury or disability retirement.
3. Copy of latest Standard Form 50 (SF-50).
4. A statement from your last agency's Personnel Office certifying the promotion potential of the position from which you were or will be separated.

APPLICANTS WHO DO NOT PROVIDE THE ABOVE DOCUMENTS WILL NOT BE GIVEN PRIORITY CONSIDERATION.

HOW TO APPLY: You may apply with a resume, the Optional Application for Federal Employment (OF-612), SF 171, or any other written format you choose. You can obtain the Optional Application by calling the U.S. International Trade Commission, Office of Personnel, (202) 205-2651.

In order to receive full consideration for this position, all applicants must submit a complete application or resume.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

YOU MUST PROVIDE AN APPLICATION FOR EACH VACANCY ANNOUNCEMENT FOR WHICH YOU WANT CONSIDERATION.

WHAT TO INCLUDE: Although the Federal Government does not require a standard application form, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Consequently, we ask that you supply all the information listed below. **IF YOUR APPLICATION IS INCOMPLETE, YOU MAY FAIL TO QUALIFY FOR THIS**

POSITION OR OTHERWISE LOSE CREDIT IN THE CANDIDATE RANKING PROCESS.

Job Information

- Announcement number, and title and grade of the job for which you are applying.

Personal Information

- Full name, mailing address (with Zip Code) and day and evening phone numbers (with area code).
- Social Security Number.
- Country of citizenship (must be a U.S. citizen).
- Veterans' preference - If you served on active duty in the U.S. military and were separated under honorable conditions, you may be eligible for veteran's preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. To claim 5-point veterans' preference attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veterans' preference, attach an SF-15, Application for 10-point Veterans' Preference, plus the proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorized the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site at WWW.OPM.GOV.

- Reinstatement eligibility (Attach SF-50 proof of your career or career-conditional status).
- Highest Federal civilian grade held (Also give job series and dates held).

Education

- High school
Name, city, and state (Zip Code if known); Date of Diploma or GED.
- Colleges or universities
Name, city, and state (Zip Code if known); Majors.
Type and year of any degrees received (If no degree show total credits earned and indicate semester or quarter hours.)
Send a copy of your college transcript only if the job vacancy announcement requests it.

Work Experience

- Give the following information for your paid and nonpaid work experience related to the job for which you are applying. Do not send job descriptions.
Job title
Duties and accomplishments

Employer's name and address
Supervisor's name and phone number
Starting and ending dates (month and year)
Hours per week
Salary

- Indicate if we may contact your current supervisor.

Other Qualifications

- Job-related training courses (title and year).
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.
- Job-related certificates and licenses (current only).
- Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested).

Before any hiring offer can be extended, you will be asked to complete a Declaration for Federal employment and to authorize a background investigation. You will also be asked to sign and certify the accuracy of all the information in your application.

WHERE TO APPLY: All applications or resumes should be submitted to: Office of Personnel, U.S. International Trade Commission, 500 E Street, S.W., Room 314, Washington, D.C. 20436. Applications or resumes will be accepted if postmarked by the closing date. Applications will not be returned. The application you submit for this position contains information subject to the Privacy Act of 1974. Information regarding this Act is available upon request. Applicants may obtain a copy of the position description from the Office of Personnel.

APPLICATION CHECK LIST:

Be sure you have included the following:

1. Application for Employment (**REQUIRED**)

You may apply for this by submitting any one of the following application formats:

- (a) SF-171 (Application for Federal Employment);
- (b) OF-612 (Optional Application for Federal Employment; or
- (c) a resume.

The announcement number must be entered on the first page of your application.

2. Supplemental Qualifications Statement addressing each of the knowledge, skills, and abilities (KSA's). (**REQUIRED**)
3. A list of college courses or a college transcript. (**REQUIRED** if substituting education for experience.)

4. A copy of your most recent performance appraisal. (**REQUIRED** for ICTAP applicants only.)
5. For current and former Federal employees, a copy of your most recent SF-50, Notification of Personnel Action. (**REQUIRED** for ICTAP applicants only).
6. DD-214 if claiming 5 points veterans preference; both DD-214 and SF-15 if claiming 10 points veterans preference.